Army Learning Management System
Site Survey Brief

Office of the Project Manager, Distributed Learning System

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Agenda

➲ **Purpose of Site Survey Visit**

➲ **LMS Overview**

➲ **Current Status**

➲ **Roles and Role Appointments**
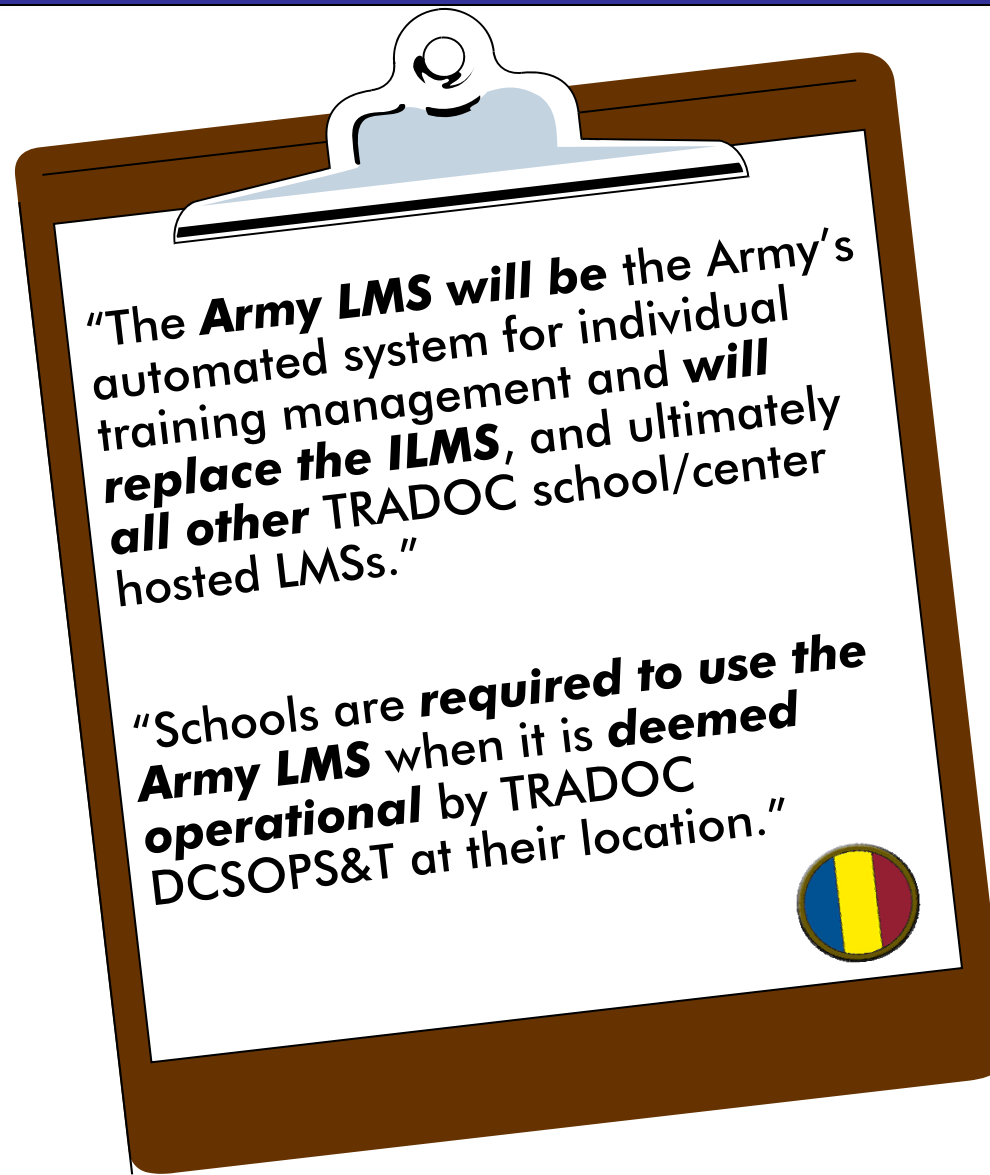
➲ **Data Population**

➲ **MOA**

➲ **Leave Behinds**

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Site Survey Purpose

- ➲ **Preparation for Training/Fielding**

- ➲ **LMS Roles & Role Appointment Brief**

- ➲ **LMS Structure for Gaining Organizations**

- ➲ **Collection Opportunity for Courseware, Other Data**

- ➲ **Memorandum of Agreement (MOA) Discussion**

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"The **Army LMS will be** the Army's automated system for individual training management and **will replace the ILMS**, and ultimately **all other** TRADOC school/center hosted LMSs."

"Schools are **required to use the Army LMS** when it is **deemed operational** by TRADOC DCSOPS&T at their location."

The ALMS

- **ALMS is located at the Enterprise Management Center at Fort Eustis, VA.**
- **Major components include**:
  - Specialized servers & storage devices.
  - Training management application software.
    - Saba Learning v3.4, Vitria v.2, CISCO content delivery.
    - Sun SPARC OS, Oracle Database 8.1.7.
    - All products are COTS.
- **Major functions include:**
  - Centralized training management functions for the Army.
  - One-stop course catalog, reservation, registration.
  - Delivery and local storage of training content.

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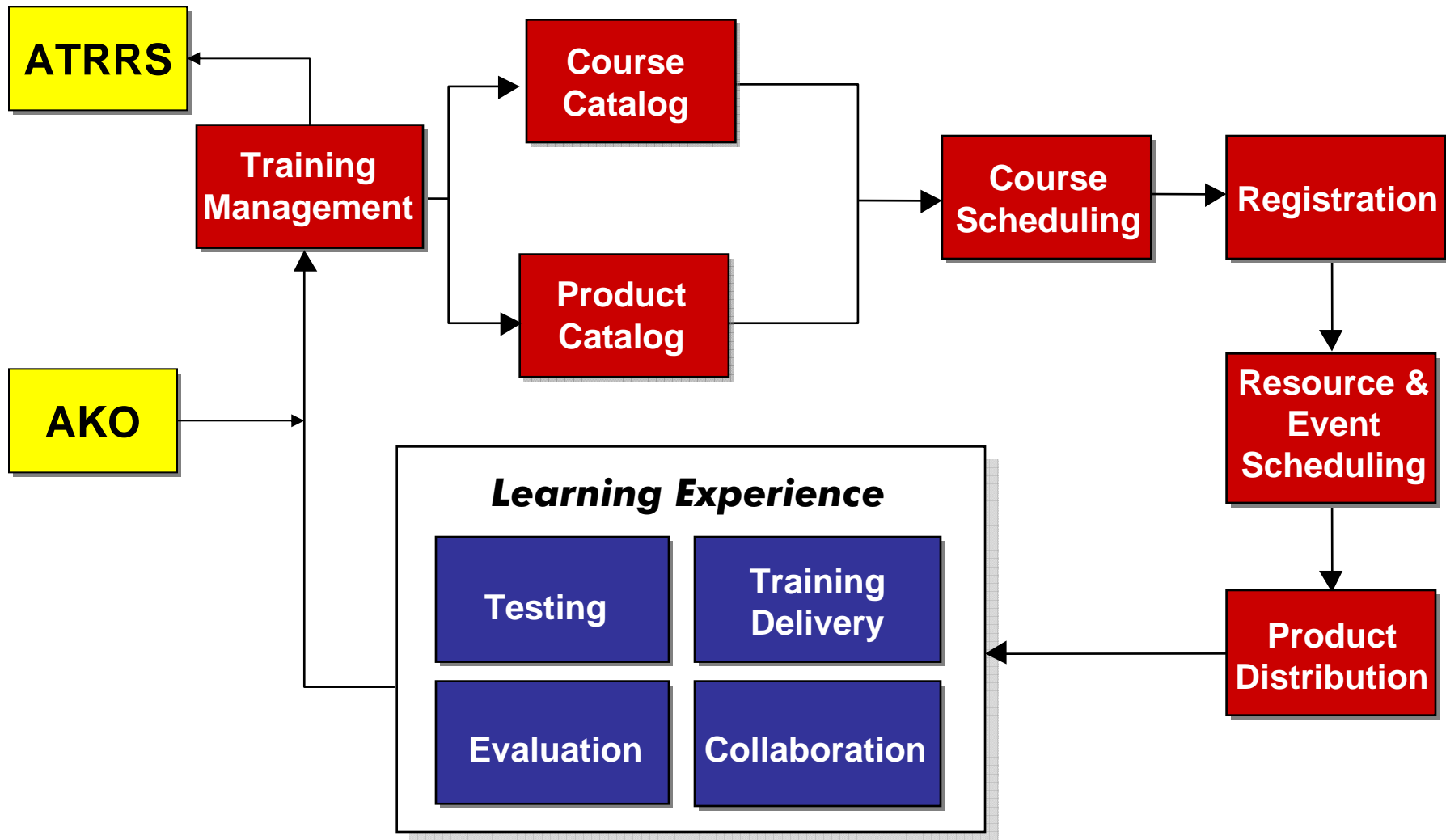
ALMS Support of Resident Training

⮊ **Army LMS Provides:**

- Student identification and authorization via **AKO** interface.

- Training **Resource Management** for Facilities, Equipment, and Supplies.

- By-hour, by-seat **Scheduling**.

- Automated attendance and grading; automatic Lesson-level progress and completion **Reporting**.

- Personal training **Record keeping** from registration to transcripts.

- Full suite of training access and **Security** tools.

- Posting of official training records to **ATRRS** via interface.

- Soldier and civilian MOS/Career Field **Progress Monitoring** to the Skill (Task) level.

- Lesson-level synchronous and asynchronous **Collaboration** among students, faculty, and SMEs.

- Test and critique **Analysis** at the question level.

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ALMS represents 11 major training management functions

ATRRS

AKO

Training Management

Course Catalog

Product Catalog

Course Scheduling

Registration

Resource & Event Scheduling

Product Distribution

Learning Experience

Testing

Training Delivery

Evaluation

Collaboration

Scope of the Army LMS Training Effort

⮊ **Gaining Organizations**

- Installation-Based Training Institutions
- Other Installation Tenant Organizations

⮊ **Training Effort**

- LMS is Web-based
- Fielding = Training/Data Population

⮊ **Target Personnel**

- Training Cadre– Faculty and Staff (Training)
- Training Resource Managers (Training)
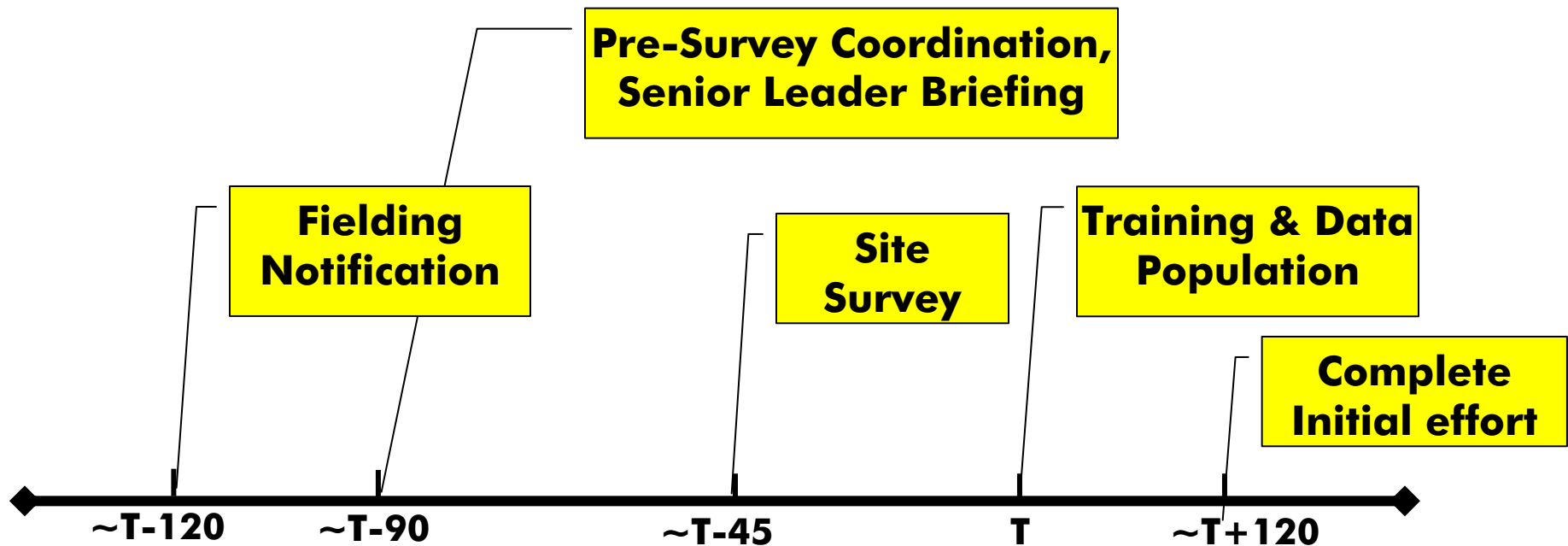- Management and Supervisors (Training support)

ALMS Current Fielding Strategy

- ➲ **Year 1 (FY 05): TRADOC Proponents**
  - • FY 06 and beyond: Rest of the Army

- ➲ **ALMS management of Instructor-led ("resident") Training optional this year**

- ➲ **TPIO Goal: All Courseware accessible thru ALMS during the first year**
  - • ATRRS & non-ATRRS
  - • DL XXI/SCORM & "Legacy"

- ➲ **DLS will test, enter into ALMS CW Repository**

- ➲ **CoM will link CW content to CAD in Training Week 2**

Pre-Survey Coordination, Senior Leader Briefing

Fielding Notification

Site Survey

Training & Data Population

Complete Initial effort

~T-120   ~T-90   ~T-45   T   ~T+120

Plan of Action – Site Survey

⮕ **One to Two Days**

⮕ **Participants**

- Representatives - Fielding Project Leader, PMO DLS staff, TPIO TRADOC

- Site Management & Supervisors (e.g. Course Managers, Class Managers, Facility Managers, etc.)

- Selected Data Owners (Role Based Users)

⮕ **Events**

- Orientation & Administrative Briefing

- Organizational Discussions (strategy for migration)

- Automated Data Collection (if applicable)

- Fielding MOA (Consensus) & Signing

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ALMS roles provide the
human interface with the ALMS

Role Based Users (RBU)
are the <u>Data Owners</u>
needed for system functionality

➲ **Natural breakdown of large workload accomplished by numerous personnel**

➲ **Provides a scope for each individual's duties**

➲ **Provides security through enabling or restricting certain system functions**

➲ **Allows for task specialization**

➲ **Creates an auditable "paper trail" of actions and authority delegation**

Characteristics of Roles

- ➲ **Appointment chain begins w/ TRADOC TPIO**

- ➲ **Chain generally follows command chains**

- ➲ **Appointment process is message based**

- ➲ **Appointments should be made prior to beginning of fielding/training or new Role Based User access**

- ➲ **Appointment <u>requests</u> are functional**

- ➲ **Actual appointment is technical; a Sys Admin function**

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➲ Faculty Roles

- Instructor
- Assistant Instructor
- Subject Matter Expert
- Facilitator

➲ Scheduler

➲ Class Manager

➲ Course Manager

➲ Learner

➲ Resource Roles

- Class Manager
- Facility Manager
- DTF Manager
- Product Distributor

➲ Unit Roles

- Training Approver
- Unit Training Manager

➲ System Administrator (at EMC)

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⮊ Course Manager

- Represents the Proponent as Source of official information and data

- Constructs, edits, and manages Course data, including:

  - CAD information

  - Course structure

  - Lesson-level information (required Resources, attachments, Skills acquired)

- Constructs, imports from external sources, and manages content, including:

  - Building and controlling Tests

  - Building and controlling Critiques

  - Managing imported electronic content

  - Maintaining designated portion of the Content Repository

⮕ Course Manager

- Constructs, manages Individual Training Plans (ITP) for Proponent
  - Skills (Task, Condition, Standard)
  - Internal Roles (critical Skills for each MOS/.Skill Level)
  - Linkage of Courses to internal roles
  - MOS/Career Fields (constructed from internal roles)
  - Course Progressions (linked to MOS/Career Field)
- Creates Expendable Resource Records as Products
- Requests of ATHD new data types required for Courses/Lesson templates
- Qualifies Instructors for Designated Lessons
- Designates other CoMs, CMs, and Instructors (ALMS Roles)
- Functions as iteration manager (CM) for Web-based training Courses or Products
- Performs analysis of Test and Critique data
- Performs as needed all CM/Sched and Faculty functions for Instructor-led training

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ALMS Roles & Associated Functions

⮕ Class Manager and Scheduler

- Constructs, edits, and manages Course iteration data, including:
    - CAD information
    - Lesson-level information (required Resources, attachments, Skills acquired)
- Performs detailed Lesson scheduling including:
- Scheduling rooms/training areas by date, by hour
- By name Instructor-to-Lesson selection
- Scheduling *ad hoc* events
- Scheduling Resources required by Lesson template

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⮎ Class Manager

- Responsible for class roster organization (Groups, Sub-Groups, and Sections)

- Performs Wait List management

- Determines if required Resources are stocked locally (Scheduler only performs)

- Performs analysis of Test and Critique data

- Performs as needed all Faculty functions for Instructor-led training

ALMS Roles & Associated Functions

⇒**Instructor**

- Accesses, as needed, instructional materials associated with/attached to Lesson

- Takes Lesson-Level attendance

- Records externally administered test grades against class rosters

- Marks Lessons complete

- Conducts, participates in Chat and Threaded Discussions

- Aggregates Test and Critique data

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ALMS Roles & Associated Functions

➲ Resources (Facility and Equipment Managers):

- Construct, edit, and manage Facility and Equipment records in the ALMS

- Construct and maintain Building records

- Manages Equipment, Facility availability

➲ Resources (Product Distributor):

- Manages and ships on registration physical training products (CD, texts, etc).

- Constructs, edits, and manages Expendable Resource records in the ALMS

  - Monitors stockage levels
  - Updates quantities on hand upon receiving re-orders

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ALMS Roles & Associated Functions

⮕ **Unit Training Manager/Training Approver**

- Registers by proxy assigned subordinates for training

- Accesses subordinates' training records for purpose of identifying training deficiencies

- Assigns unscheduled training tasks ("to do list") to subordinates

- Grants subordinates' Skill proficiencies based upon external evaluation or observation

- Approves subordinates' registration requests for designated Courses and Products (TA only)

⮕ **Commanders/Training Supervisor (not ALMS Roles):**

- Manages Appoints ALMS Role Based Users

- Requests of ATHD new required data types as needed

Primary Appointment Authorities

⮑ **TPIO authorizes:**

- MACOMS

- Communities/Installations

- School Commandants

- Proponent Commandants

⮑ **Primary action officer is G-3, DPTM, or equivalent**

Secondary Appointment Authorities

➲ MACOM/ARNG G-3/S-3 or equiv. appoint:

- Course Manager (CoM)
- Facility Manager (FM)

➲ TASS BN S-3 appoints:

- Class Manager (CM)
- Classroom Manager (CrM)
- Facility Manager (FM)
- Training Approver/Unit Training Manager (TA/UTM)

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Secondary Appointment Authorities

➲ **Installation/Community DPTM/G-3 appoints:**

- Classroom Manager (CrM)

- Facility Manager (FM)

- Training Approver/Unit Training Manager (TA/UTM)

- Product Distributors (PD)

➲ **School Commandants or delegate:**

- Class Manager (CM)

- Classroom Manager (CrM)

- Facility Manager (FM)

- Training Approver/Unit Training Manager (TA/UTM)

- Product Distributors (PD)

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➲ **Proponent Commander or delegate appoints:**

- Course Manager (CoM)

- Training Approver/Unit Training Manager (TA/UTM)

➲ **Unit Commander (BN or equiv.) appoints:**

- Training Approver/Unit Training Manager (TA/UTM)

Course Managers may designate:

- Other Course Managers (CoM)

- Faculty Roles

- Class Managers (CM)

- Schedulers (Sched)

- Training Approver/Unit Training Manager (TA/UTM)

Training Approvers may designate:

- Unit Training Managers

Unit Training Managers may designate:

- Other UTMs

➲ **Who:**

- Appointing/designating authority

➲ **What:**

- Makes written request to ALMS

➲ **How:**

- Via message to Army Training Help Desk at:

  https://ask-atsc.atsc.army.mil

➲ **When:**

- Prior to designee accessing LMS in requested role

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Role Appointment Example

Five Essential Message Elements

➲ **AKO User Name**

➲ **Location of RBU (esp. Faculty)**

➲ **Requested Role(s)**

➲ **Appointing Authority**

➲ **Security Domain (requesting organization)**

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NOTE:

The individual appointed must have an existing account established in the ALMS.

System Administrator cannot add Roles to a Learner who is not in the system.

Establishing an account in the ALMS is as easy as LOGGING IN ONE TIME.

Data Collection (Prior to Training Initiation)

➲ **Sources of Automated Training Data**

- Types of data:
    - Classrooms and other training facilities (eg. scheduling)
    - Equipment and expendable resources
    - Soldier skills by MOS/ASI and grade

- Location of data:
    - Electronic files or DB Extracts
    - Legacy TRADOC or local training support systems

➲ **Survey team will send data to PMO for analysis**

➲ **Designate individuals as Data Owners for all data**

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<u>Courseware Collection (Prior to Training Initiation)</u>

➲ **TPIO Goal: All Army CW accessible through ALMS**

➲ **ATRRS/non-ATRRS, DL XXI/SCORM or "Legacy"**

➲ **DLS will test, enter into ALMS CW Repository**

➲ **CoM will link CW content to CAD in Training Week 2**

*We'll take anything
you have today!*

ALMS Screen Data Field Formats

➲ **Free Text Fields (records):**

- User's choice or wording
- TRADOC provides some naming conventions
- Taught during Training
- Easily undone or edited

➲ **Pick List Fields (tables):**

- Selection from a discrete list (table)
- Defined process (Help Desk) for making changes
- Items to be decided at Site Survey

➲ **Pop-up Fields (calendar for dates)**

➲ **ATRRS imports to all format types**

Training & Data Population

⮞ **Two Weeks (maximum)**

⮞ **Participants:**

- Representatives from DLS (PMO and Prime Contractor) and TRADOC (TPIO)
- Site Management & Supervisors
- All Role Based Users (Training Data Owners)
- Army Training Help Desk Representative (ATSC)

⮞ **Events:**

- Introduction & Orientation Briefs (½ day)
- Role Based User Training (4 ½ days- "Week 1")
- Organization Data Entry w/Fielding Team assistance (5 days- "Week 2")

⮞ **Organizational Data Entry (duration approximately 10 weeks after departure of fielding team)**

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PM Distributed Learning System will…

➲ **Provide personnel and materials for two weeks on-site to train designated users in LMS processes, procedures, and techniques used to support their applicable Army Training Tasks.**

➲ **Provide continuous access to:**

- On-line references and training materials.
- 24 X 7 Help Desk support for the LMS.

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Receiving Organization will…

➲ **Provide site POC for coordination**

➲ **Provide Role Based Users to participate in LMS training and perform duties as data owner**

➲ **Provide logistics support to training team**

➲ **Provide facilities to support training and fielding**

- Auditorium (1/2 day- Day 1)

- Classroom(s) with individual networked PCs sufficient to support Role Based User access to LMS

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ATRRS Cut-Over Management

➲ **ATRRS Cut-Over to its Production System**

- Performed by SyS Admin personnel
- Accomplished prior to Training/Fielding
- Managed by Designated Course

➲ **Course Iteration Cut-Overs**

- Determined by Proponent, TPIO, and PM
- Courses and iterations should be established in LMS
- Affects progress and completion reporting
- In-Progress Courses completed manually (old system)

➲ **Reduction in AIMS-PC, TREDS-R usage**

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⮕ **TRADOC has tasked ATSC with providing customer assistance for Army Training (Help)**

- Includes Help Desk and staffing at each Proponent (school)

- Individual sites will determine and provide the staffing for their component of the ATHD

- Staffing requirements at proponent organizations are site specific

- Site specificity is based upon the size of the proponent organization, the availability of courses, and the anticipated customer base

⮕ **The Army Training Help Desk (ATHD) is made up of three functional components:**

- Distributed Learning System (DLS)
- Army Training Support Center (ATSC)
- Proponent (School)

⮕ **These organizations are accessed by the soldier or civilian through a single portal: ATSC's Help Desk at ASK-ATSC.**

- 1-800-ASK-ATSC
- https://ask-atsc.atsc.army.mil

Component Organization Responsibilities

ATSC	DLS	Proponent
ATIS- related	DTF-related	Courseware
Training Development	Facilities	Content
Training Resources	Network	Usability
Collective Training	VTT	Proponent Doctrine
Legacy Systems	LMS-related	Resident Issues
Army & TASS	Access	eMentor Help
TRADOC Policy	Functions	Subject Research
CRXXI	Sys/Admin	
Regulations & Publications		
DL Contracts		

Leave Behind Materials

⮡ **This Presentation**

⮡ **Material Fielding Plan**

⮡ **Data Population Plan**

⮡ **Courseware Listing Template**

⮡ **List of LMS Roles and their Descriptions**

⮡ **Guide to Data Collection**

⮡ **LMS Training Standard Operating Procedures (SOP)**

⮡ **Draft MOA**

⮡ **Proposed Schedule**

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Points of Contact

⮑ PMO DLS:

- Fielding/Training: MAJ Boston, COMM: 757-369-2904/ 757-753-8193; E-mail: Antonio.Boston@us.army.mil

- Data & Site Survey: Steve Eldred, COMM: 757-369-2891; Email: steve.eldred@us.army.mil

- Courseware: **Valerie Williams**, COMM: **757- 878-1517, Ext. 281; Email:** valerie.l.williams@us.army.mil

⮑ TPIO TRADOC:

- Paul McCarthy, COMM: 757-788-5536; E-mail: mccarthyp@monroe.army.mil

⮑ Help Desk:

- ATSC: Greg Bailey, gregory.bailey@atsc.army.mil(1-800-ASK-ATSC)

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